



Minutes NV IT Operations Committee (NITOC)

DATE	December 12, 2002
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Kathy Ryan, Chair, ITPOC	✓	Bill Vance, Co-Chair, ITPOC	✓
Chuck Connor, Chair, IT Workforce		Vacant, Co-Chair, IT Workforce	
Mark Blomstrom, Chair, Tech. Standards & Architecture	✓	Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Jeff Kintop, Co-Chair NERC	✓
Alan Rogers, Chair Justice IT Integration		Vacant, Co-Chair Justice IT Integration	
Donna Crutcher, Chair, Security	✓	Dana Hines, Co-Chair, Security	✓

Other attendees

Name	Present	Name	Present
Scott Sisco, Cultural Affairs	✓		

CALL TO ORDER

Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the November 14 meeting were reviewed. A few corrections were made and then A MOTION WAS MADE BY DONNA CRUTCHER AND SECONDED BY MARK BLOMSTROM TO APPROVE THE MINUTES WITH CORRECTIONS. MOTION CARRIED.

CHAIRMAN REPORT

- Terry reported on DoIT's budget, which will be presented to ITAB on December 18.
- Terry reported on the kick off meeting for the MMIS project and said that he was drafted as the Chairman of the MMIS Steering Committee.
- Terry commented on the recent newspaper article regarding a DoIT audit and told the group that the paper was incorrect - no fraud was going on.

DECISIONS¹

Item No.	Decision
1.	Donna Crutcher presented a revised Standard on Security Personnel 4.04(B that was reviewed and approved by the Attorney General's Office. <u>TERRY MADE A MOTION TO APPROVE AND IT WAS SECONDED BY DAVE MCTEER</u> , however before the motion was carried a discussion opened up. Members were concerned about those people not under the control of the State, such as contracted cleaning personnel, who have access to computer facilities and how agencies would be able to follow this standard taking them into consideration. A few members felt that these contracted personnel should be bonded and therefore they would not pose any risk. Terry suggested that some mechanism for exceptions would help augment any difficulties for agencies adhering to the policy. <u>ANOTHER MOTION WAS MADE TO APPROVE THE STANDARD WITH THE DELETION OF THE SECOND SENTENCE IN THE SECOND PARAGRAPH. FIVE (5) MEMBERS WERE IN FAVOR, THREE (3) MEMBERS OPPOSED, TWO (2) ABSTAINED.</u> . MOTION TO APPROVE WAS THEN CARRIED.
2.	Donna Crutcher brought the committee up-to-date on the Security Committee's activities. She indicated that they are going to promote security awareness by developing and distributing posters to agencies and holding "awareness 101" presentations around the state. The Committee also has formed a working group to research disaster recovery planning software avenues. In conjunction with disaster recovery, Maggie presented an e-mail letter that would accompany the IT Survey that was approved to distribute. <u>A discussion was held on whether the survey posed security and confidentiality threats to agencies and it was decided that NITOC would hold off sending out the survey as this time in order that NITOC could deliberate more on the subject.</u>

AGENDA ITEMS

	Donna brought to the Committee's attention that many agencies, even DoIT, were guilty of downloading free software to enhance Outlook. She indicated that it was just discovered that this freeware is opening the door for potential security and virus problems and that a statewide broadcast will be sent instructing state employees to uninstall this software from their computers.
1.	Scott Sisco from the Department of Cultural Affairs presented copies of a Policy on Defining Information Transmitted via E-mail as a Public Record to the group. All were in agreement with the policy. Teri Mark (Cultural Affairs) indicated that her department would be presenting course materials on managing records in 2003.
2.	Kathy distributed copies of the Tech Expo Update to all members in order to brainstorm possible IT areas to showcase at the Expo. Suggestions included the data warehouse, state directory, forms on line.

COMMITTEE REPORTS

1.	Justice IT Integration – No committee report
2.	Strategic Planning – Alisanne distributed the committees report and read the project.
3.	IT Project Oversight – Kathy Ryan distributed her Committee's report and said that they are reviewing one new project each month at their meetings. Terry asked if her project report could be submitted to the Governor's office. Kathy agreed and said she would start in January.
4.	Tech Standards & Architecture – Mark reported that all 2 members of the committee met two weeks ago, reviewed where they were going, were looking at platforms and identifying possible committee members. They feel they should be able to get started by the end of this year's legislative session. Bill Vance mentioned that Kathy Shabi wants to be on this Committee. Mark also reported on the successful Communications Conference with participates from state and

¹ *Decision*: Reaching a conclusion... particularly in response to a course of action.

	local government. Mark said that he would have a summary report on the Conference to all NITOC members in early January.
5.	NERC – In Teri Mark's absence, Maggie reported that NERC would be holding their next meeting January 28 th and notices would be going out shortly.
6.	IT Work Force-No report given..
7.	Security-See above Decisions and Agenda Items
8.	E-Gov –In Pam's absence, Kathy distributed E-Gov's status report.

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
7.	7/11/02	Prepare Preface for e-Gov Plan.	Pam Sutton	11/14/02	
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	11/14/02	
11.	10/02/02	Maggie will put together a generic computer policy manual for State use (similar to DPS's sample that Alan Rogers provided). Committee members will review the DPS manual and be prepared to add any additional information they would like to see in the generic edition.	Maggie Thorne All members	5/01/03	11/14/02 Postponed for 6 months
12.	10/01/02	Add Steering Committee Discussion as an agenda item for November meeting	Maggie Thorne	11/14/02	
13.	11/14/02	Dorothy Martin to distributed Facility's time-line to all NITOC members.	Dorothy Martin	11/21/02	

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 3:50 pm. Next meeting scheduled for January 9th

² *Action Item*: A commitment to complete an action or an assignment.